

Fort A. P. Hill
Directorate of Plans, Training, Mobilization, and Security (DPTMS)
Scheduling Checklist



Unit Name:

Training Dates:

Section I- Required Documents Complete

1. Delegation of Authority and Assumption of Command
2. Training Request Form
3. Exception to Policy(if required)
4. RFMSS Online Username/Password Request Form.
5. Submit Risk Assessments and Scenarios

Section II- Required Certification Complete

1. RSO/OIC Certification
2. EST 2000 I/O Certification(if applicable)
3. Ammo Driver Certification

Section III- Coordination Complete

1. Receive Confirmation letter via email
2. Review cost matrix and coordinate fiscal responsibilities
3. Review Range and Training Area assignment
4. Review all logistical responses
5. Schedule site visit for coordination
5. Coordinate/scrub 5 weeks out with Range Control
6. Submit any Change Forms
7. Scrub final Logistical Support 3 weeks out

Section VI- Train at Fort A.P. Hill Complete

1. In-Process at DPTMS (submit Alpha Roster)
2. Take Processing Checklist to Directorates
3. Clear all directorates
4. Take Processing Checklist back to Directorates
5. Return to DPTMS and complete paperwork
6. Complete After Action Report